

TRI-VILLAGE LOCAL SCHOOLS

Required Documents for Enrollment

All forms must be submitted prior to enrollment. If you are unable to provide the forms, please contact the office.

Official Birth Certificate - Original document registered with the Bureau of Vital Statistics.

Parent/Guardian Photo ID - Driver's License, Military ID or State ID.

Custody Papers - If child is NOT living with both biological parents listed on the birth certificate, you must provide Entry of Judgement containing file/date stamped page stating legal residential parent with the judge or magistrate's signature.

- If someone other than the parent has been given legal guardianship or custody of the child, please provide a copy of the file stamped court order transferring custody.
- If Foster Placed, please provide the following:
 - Interim Order with hearing date listed
 - School Notification Letter from County
 - Journal Entry with School District Responsible listed.

School Records - Unofficial transcript or most recent grade card. If the child is receiving special services, please provide a copy of IEP, ETR or 504 Plan.

Immunization/Vaccine/Shot Records (Required within 14 days of student's first day of school): The [State of Ohio](#) requires students enrolled in child care & schools to provide proof of vaccination. If your child needs vaccines to meet these requirements, visit your family physician, clinic, or contact your county's health department. Families who seek exemption from these requirements may submit the [State of Ohio Immunization Waiver](#) place of immunization records to continue enrollment.

Proof of Residency - Provide proof of residency from List A and List B

List A: (One Required)

- Property Owner Listing from County Auditor's Website
- Deed
- Current Mortgage Statement
- Purchasing Agreement with possession date
- Rent/Lease Agreement
 - Complete copy of signed lease agreement must contain terms, approved tenants, signatures of lessor and lessee.

List B: (Two Required)

- Photo ID with current address
- Gas, Electric, Water, Internet bill *
- Homeowner's Insurance bill *
- Pay Stub that includes employer name and address; also, must have guardians name, address and be dated.

***Statements, bills and pay stubs must be within the last 30 days. Please note that disconnect notices, final bill statements, and billing envelopes are not accepted.**

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Guests of Residents: If you do **NOT** have proof of residency in your name and your residency is with another family in the district, you must complete a **notarized** [Residency Verification Form \(5111 F2b\)](#) and provide the following:

- Driver's license and current utility bill (within 30 days) from the *district resident*
- A significant document (pay stub, W-2 or Driver's License) with the *parent/guardian's name* and appropriate address.
- If the person with whom you reside is renting, verification from the landlord is required. Document must include landlord's contact information and acknowledgement of additional tenants residing in the apartment or home.

Residency verification forms are valid for a maximum of one year and subject to verification at any time.

*** Students enrolling with residency documentation containing a future occupancy date may be enrolled for a period not to exceed ninety (90) calendar days prior to move-in. An item from List B should be provided within 30 days of occupancy.*